



## **CITY OF SOUTH PASADENA**

1414 MISSION STREET, SOUTH PASADENA, CA 91030

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September 20, 2018

### **SUBJECT: Request for Proposals - Preparation of Environmental Documentation**

Dear Sir or Madam,

The City of South Pasadena is requesting proposals from environmental consulting firms to prepare environmental documents in accordance with the California Environmental Quality Act (CEQA) the proposed Mission Bell mixed use residential and commercial retail project located at 1105 -1115 Mission Street in the City of South Pasadena.

### **DEADLINE FOR SUBMISSIONS**

Proposals are due no later than 5:00 p.m. on Friday, October 5 2018 to:

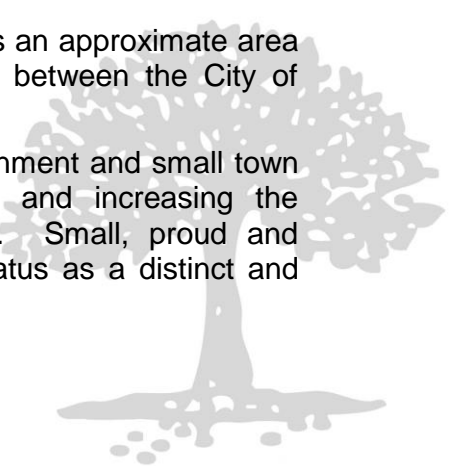
David Bergman  
Interim Director of Planning and Building  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030

Proposals received after the proposal deadline will not be accepted by the City.

### **General City Background**

The City of South Pasadena was incorporated in 1888 and comprises an approximate area of about 3.5 square miles. The City of over 25,000 residents lies between the City of Pasadena, of which it was once part, and the City of Los Angeles.

South Pasadena prides itself on the historic quality of its built environment and small town ambience and considers it a valuable resource for maintaining and increasing the desirability of the City for new residents, business, and visitors. Small, proud and independent, the City of South Pasadena strives to preserve its status as a distinct and distinctive community.



## **Project Description**

The project is a request to construct a three story mixed use building with three stories of subterranean parking on an approximately 31,113 square foot site. The proposed project consists of residential uses constructed at street level and as two stories above one story of retail commercial uses located at street level. Residential uses consist of 36 condominium units in a mix of one bed lofts, and one and two bedroom units. Commercial uses consist of restaurant and general commercial retail uses. The project site is currently developed with three commercial buildings one of which is listed on the "City of South Pasadena Inventory of Historic Resources" (Inventory). As part of the project, two existing buildings and a portion of the existing building listed on the City's Inventory are proposed to be demolished. The remaining portion of the existing building listed on the City's Inventory will be restored and renovated as a mixed use building.

### *Project Summary:*

#### **Commercial Uses**

4,255 square feet of retail

3,080 square feet of restaurant

7,335 Total commercial area

583 square feet of commercial common area

52 parking spaces provided

#### **Residential Uses**

5 one bed lofts

13 one bedroom flats

6 one bedroom +den flats

12 two bedroom flats

36 Total residential units

4,869 square feet of residential common area

114 parking spaces provided

## **Project Approvals**

Permits and approvals required from the City of South Pasadena for development of the proposed project include, but are not limited to a Tentative Tract Map, Conditional Use Permit, Design Review, and a Certificate of Appropriateness.

## **Scope of Work**

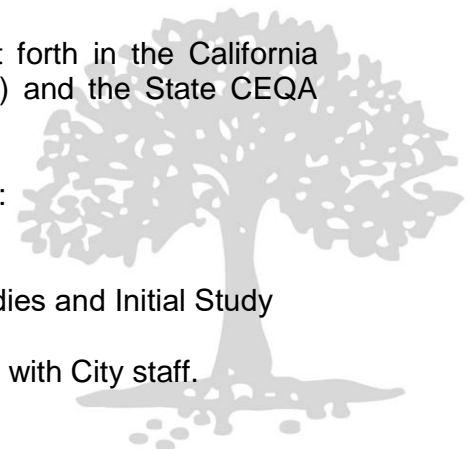
The environmental work shall address all of the requirements set forth in the California Environmental Quality Act (Public Resources Code 21000 et seq.) and the State CEQA guidelines (California Code of Regulations, section 15000 et seq.).

The scope of work requested of the consultant includes the following:

#### A. Preparation of Technical Studies/Analysis and Initial Study

The consultant's tasks involved in preparing the technical studies and Initial Study shall include:

1. Attendance at a project review and scoping meeting with City staff.



2. Preparation of any additional technical studies recommended by the consultant.
3. Peer review of technical studies submitted to the City by the applicant and provided to consultant including, but not limited to:
  - Traffic Impact Analysis Report prepared January 2017
  - Historic Resources Assessment and CEQA Impacts Analysis prepared July 2017
4. Preparation of an Initial Study, including one administrative review version and a screencheck review version.
5. Attendance at a meeting with staff to confirm the type and level of CEQA documentation required for the project.

**B. Preparation of CEQA Documentation (MND or EIR)**

The consultant's tasks involved in preparing either an MND or EIR for the project shall include at a minimum:

01. Attendance at meetings with City staff.
02. Preparation of a Screencheck MND or EIR for staff review.
03. Preparation of a Draft MND or EIR for publication and public comment.
04. Preparation of appropriate CEQA notices depending on the CEQA document to be prepared such as Notice of Intent (NOI), Notice of Preparation (NOP) Notice of Completion (NOC) and Notice of Availability (NOA)
05. Circulation of the appropriate notices and documents to the State Clearinghouse, and posting of notices with County Clerk.
06. Coordination of and attendance at a public scoping meeting if an EIR is prepared.
07. Preparation of responses to comments on the Draft IS/MND or EIR.
08. Preparation of a Final Draft IS/MND or EIR for public hearing purposes.
09. Preparation of a Mitigation Monitoring and Reporting Program.
10. Preparation of MND or EIR Findings and a Statement of Overriding Considerations (SOC), if necessary.
11. Attendance at up to four public hearings.
12. Preparation of a Notice of Determination (NOD) and post the NOD with the County Clerk.

**Deliverables**

The consultant shall be responsible for the following deliverables:

- Administrative review and screencheck review draft documents and CEQA required notices to be provided to the City electronically in Microsoft Word format.
- Electronic copies and hard copies of all documentation delivered to the State Clearinghouse as required.
- 10 hard copies and a web ready copy of the Draft MND or EIR delivered to the City.
- 5 hard copies and one electronic copy in a Microsoft Word and PDF format of the Final EIR and NOD delivered to the City.



## **Process and Meetings**

Attendance by the consultant may be required at the Cultural Heritage Commission, Planning Commission, City Council, and/or other public meetings. Estimates for the meetings should be included in the proposal

## **City Provided Documents**

The City will provide the following studies/documents to the consultant:

- Project plans submitted by applicant
- Traffic Impact Analysis Report submitted by applicant
- Historical Resources Assessment submitted by applicant
- Building Permit History for existing building listed on the "City of South Pasadena Inventory of Historic Resources."
- City of South Pasadena Inventory of Historic Resources
- City of South Pasadena Cultural Heritage Ordinance

## **Contents of Proposals**

Three (3) copies of the proposal shall be submitted as follows:

- One unbound copy that is single-sided and is capable of reproduction on a standard 8-1/2 x 11 inch paper; and
- Two bound copies.

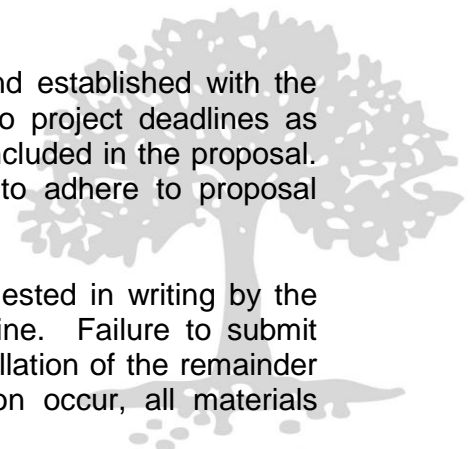
The Consultant's proposal shall include the following:

- A spreadsheet or table that lists the following items in order: 1) the tasks of each item listed under the "scope of work"; 2) a schedule for the completion of each task; 3) the individuals that will be assigned to complete each task; and 4) the individual title and hourly rate. 5) proposed fee by task
- A statement of any possible conflict of interest that the consultant may have in providing the requested services.
- Resumes of individuals to be assigned to provide the services requested with emphasis on similar services which they provided to other agencies.
- Detailed cost estimate for completion of the scope of work, including direct costs such as local mileage and reprographics.
- Detailed schedule for completion of the documentation, realizing that minimizing preparation time is a high priority.
- Three references from projects completed within the last five years.

## **Schedule of Project Submittals**

A schedule of deadlines and submittal dates will be discussed and established with the selected consultant. In all cases, the consultants shall adhere to project deadlines as specified in the final contract. Deadlines for each task should be included in the proposal. It is imperative that the selected consultant demonstrate ability to adhere to proposal timelines.

No extensions will be allowed unless an extension has been requested in writing by the contractor and approved by the City prior to the submittal deadline. Failure to submit required work products by a scheduled deadline will result in cancellation of the remainder of the contract and all outstanding invoices. Should cancellation occur, all materials



collected and/or developed during the process will be the property of the City of South Pasadena.

### **Evaluation of Proposals**

Evaluation of the proposals will be based on the competitive selection process, in which the evaluation of proposals will be based on the following:

- Qualifications of firm's background, experience, specialties, and capabilities to perform the scope of services.
- Firm's approach and Scope of Work
- Firm's understanding of the key elements/issues related to the project and experience with similar project issues.
- Project schedule.
- Cost estimate.

### **Consultant Selection Procedures**

The City's Staff will review all proposals based upon the above-stated criteria and select the successful proposal based on the submitted applications. Contract award is expected in October 2018.

### **Insurance Requirements**

The City of South Pasadena will require the firm selected to provide insurance, and proof thereof as follows:

- Workman's Compensation, in accordance with State Law.
- Commercial General Liability in the amount of \$1 million accompanied by the Additional Insured Endorsement.
- Professional Liability in the amount of \$1 million.

### **Discretion**

The City reserves the right to reject any or all proposals or to request and obtain, from one or more of the consulting firms, supplementary information as may be necessary for City staff to analyze the proposal pursuant to the consultant selection criteria.

The Consultant, by submitting a response to this Request for Proposals (RFP), waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. The City may choose to interview one or more of the firms regarding to this RFP.

### **Questions on this RFP**

Request for clarification of the information contained in this RFP shall be submitted in writing via email to the attention of David Bergman, Interim Director of Planning and Building at [dbergman@southpasadenaca.gov](mailto:dbergman@southpasadenaca.gov). Responses to any clarification questions will be provided to each group from which proposals have been requested.

Sincerely,

David Bergman  
Interim Director of Planning and Building

